

# AMERICAN EMBASSY WINDHOEK VACANCY ANNOUNCEMENT

**2015/10**

**April 7, 2015**

**OPEN TO:** Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs), and Member of Household (MOH)-All Agencies

**POSITION:** Financial Specialist, FSN-10; FP-5 (steps 5 through 14)

**OPENING DATE:** April 7, 2015

**CLOSING DATE:** April 24, 2015

**WORK HOURS:** Full-Time: 40 hours/week.

**SALARY:** Ordinarily Resident: N\$281,212 per year  
(FSN-10 starting salary before benefits and allowances)

Not-Ordinarily Resident (NOR): US\$57,270 per year  
Position grade: FP-5-Final grade will be determined by the appropriate Washington or U.S. Headquarters Office.

**NOTE: ALL ORDINARLY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U. S. Embassy in Windhoek is seeking an individual for the full-time position of Financial Specialist.

## **BASIC FUNCTIONS OF THE POSITION**

The U.S. Embassy in Windhoek is seeking applications from all interested candidates for the Financial Specialist job vacancy in the Financial Management Section of the Embassy. Incumbent serves as the sole financial management specialist for Embassy Windhoek. This position is the senior position in the financial section and acts as the de facto deputy to the Financial Management Officer (FMO). The incumbent serves as the local expert on financial matters at the Embassy and is responsible for the budgeting process, to include planning, analysis and drafting budgets. The position advises key decision-makers on formulation and implementation of budgets and related issues. Job holder supervises four (4) staff members and provides work guidance to the Cashier.

Applications are available at <http://windhoek.usembassy.gov/about-us/job-opportunities.html>

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.

1. Four year Bachelor's degree in accounting, finance or management related field and five years' experience is required **OR** two years of general college studies and seven years of progressively responsible experience in budget management work is required.
2. Two years of supervisory experience is required.
3. English Reading/Speaking/ Writing Level IV (Fluent) is required. This will be tested.
4. Must successfully complete the Department of State's (1) Voucher Examiner correspondence course or the Voucher Examiner training course; (2) Basic Cashiering training course or the Cashier correspondence course; and (3) Accounting I course; (4) Seven week Financial Management course necessary to become a Certifying Officer. Job holder must be willing to travel outside of Namibia for training.
5. Keyboarding skills with good speed and accuracy are required. Good knowledge of Microsoft Office suite programs including Word and Excel is required.
6. Good organization skills and time management are required.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested candidates for this position should submit the following or the application will not be considered:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) which is available at <http://windhoek.usembassy.gov/about-us/job-opportunities.html>; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO

[HROWindhoek@state.gov](mailto:HROWindhoek@state.gov)

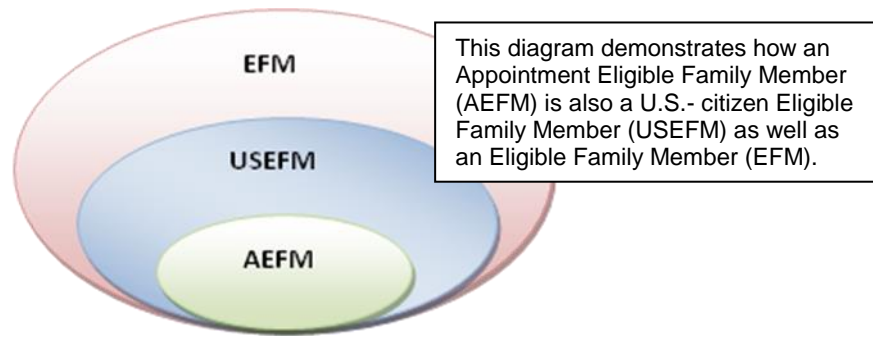
Subject: [Financial Specialist](#)

**CLOSING DATE FOR THIS POSITION: FEBRUARY 10, 2015**

The U.S. Mission in Namibia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## APPENDIX A - DEFINITIONS



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is* a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - *Is* listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (*AIT*), and who is under chief of mission authority; and
  - *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).